Your Name

Address

Phone Number & Email address

Date

Dear Mr/Mrs/Ms.

I am writing this letter to express my sincere interest in the summer internship program in your organization. I have come to know about the opportunity from the TPO of my college. It would be a privilege for me to be a part of an internship program in your esteemed organization.

I am pursuing {mention degree/ course} from {institute name} and am about to get my degree in {mention tentative month or year}.

On completion of my course, I am looking forward to being a part of such an esteemed organization, wherein I could utilize my knowledge on real live projects. This internship will allow me to work on my skills and abilities. This internship program is something I have working hard to be a part of. Being a part of this program would be a great start for my career and objectives.

I am thrilled and passionate to be a part of this program and looking forward to an opportunity for a meeting with you to discuss further details.

Thanking You

(Signature)